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*Registry*  
*Adm - 13.6*

DD/S&T-723-69

24 FEB 1969

MEMORANDUM FOR: Director of Research and Development  
Director of ELINT  
Director of Special Activities  
Director of Special Projects  
Director of Computer Services  
Director of Scientific Intelligence  
Director of Foreign Missile and Space  
Analysis Center

SUBJECT: Status of Funds, FY-1969

1. Each Office should make a prompt review of its funding requirements for the balance of the fiscal year. Estimates of any urgent requirements not covered by the present budget allocation of your Office should be submitted to the DD/S&T Comptroller by 1 April (see paragraph 3c below). These requirements will be reviewed by the DD/S&T with a view toward preparation of a Directorate request to the Office of Planning, Programming and Budgeting for release of year-end funds.

2. In connection with the foregoing, each Office Director also is reminded there will be a freeze as of 1 April on all unobligated contract funds pending a rejustification of requirements for those funds in competition with unfunded requirements of other DD/S&T Offices.

3. Accordingly, each Office should submit the following by 1 April:

a. The unobligated balance of contract funds as of 1 April -- proposals will not be considered obligated for this purpose unless they have been logged in to the O/DD/S&T Registry.

b. A priority listing (not to exceed unobligated balance) of all proposals which you wish to let during the remainder of FY 1969. Indicate for each a brief description and the estimated date of submission to DD/S&T.

DD/S&T  
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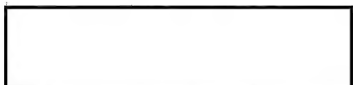
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c. A listing of urgent unfunded requirements with the following information:

- (1) Why FY-1969 funding is necessary.
- (2) Are the requirements new items, and were they included in FY-1970 budget?
- (3) Date the proposal could be submitted for approval if funding is provided.

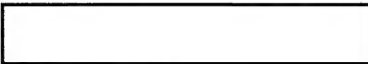
  
✓ Carl E. Duckett  
Deputy Director  
for  
Science and Technology

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Distribution:

2 Cys - Each Addressee

- 1 - EO/DD/S&T
- 1 - C/PMS
- 1 - Compt/DD/S&T (Budget Br. Subj file)
- 1 - Budget Br. Chrono
- 2 - DD/S&T Registry

O/DD/S&T/Compt/Budget Br 

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